



Job Opportunity

State Controller's Office

Position: Secretary

Statewide

Location: Personnel/Payroll Services Division
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: December 26, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Darlene Irwin, (916) 375-6088

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1176-006

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

- Under the direction of the manager of the PPO/Business Management Office within the 21st Century Project the incumbent will perform a variety of secretarial duties in the direct support of the overall administrative needs of the Project Leadership Team.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Screen all incoming calls and mail, refer to appropriate staff to ensure a timely response;
- Maintain controls and assess/monitor priorities of incoming memos or letters;
- Review all correspondence prepared for the Bureau Chief's signature for compliance with administrative policy, format, office procedures, routing, and distribution;
- Arrange meetings and agenda items, and ensure that all pertinent information is available for meetings; and,
- Maintain the Bureau Chief's calendar in accordance with established guidelines.

DESIRABLE QUALIFICATIONS:

The incumbent must demonstrate the following:

- Strong organizational and communication skills;
- A high degree of initiative and independence;
- Ability to complete work assignments efficiently, accurately, and in a timely manner; and,
- Familiarity with Windows XP operating system and Microsoft Office Suite Applications, including Word, Excel, PowerPoint, Access, and Outlook.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

710 Riverpoint Court, Suite 150

West Sacramento, CA 95605

Attn: Darlene Irwin